

The proposed system must be able to integrate with the existing Stark County network infrastructure, in-house software and database. The proposed system shall also integrate with the existing Stark County Internet infrastructure, allowing on-line access to filed documents. The proposed system will provide a web access component allowing on-line business transactions to be conducted by County personnel and the public.

The response shall explain how the proposed electronic filing system will meet the following requirements:

1. The form of filing shall not affect the right of public access to court files.
2. Certified copies of any filed document shall be made available by the Clerk at the statutorily defined cost.
3. The Clerk shall remain responsible for making, keeping, and preserving complete records of all court proceedings and determinations in accordance with all applicable orders, rules, statutes and other laws.
4. Filing fees shall be applicable as provided by law.
5. A certain measure of layered security should be adapted to allow access to Court personnel while restricting access by the general public on specific cases.

The proposed electronic filing system shall also meet the following Clerk and Court requirements set forth below and more fully explained in the attachments to this RFP:

1. Vendors are required to provide an electronic case filing solution for case types including two-way interfaces with the Clerk and Court's case management system.
2. A projected initial electronic filing pilot project will begin in 2014 for a single civil case type, or sooner if possible. The goal is to eventually include all documents in all case types in the electronic filing process.
3. Documents to be included in the project shall include, but are not limited to: complaints, petitions, motions, discovery, orders and other pleadings including service documents.
4. The electronic filing solution's document management system shall be capable of processing, indexing, and handling imaged documents.

2.3 Project Timeframes

Vendor shall provide the time frame, within which the proposed development and installation of a fully operational, integrated electronic filing system will be completed.